

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Business Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047
<http://www.blm.gov/nbc>

In Reply Refer To:
1534 (BC-653) P

February 5, 2002

EMS TRANSMISSION

Instruction Memorandum No. BC-2002-023

Expires: 9/30/2002

To: All Washington Office and Field Officials
Attention: Housing Managers

From: Director, National Business Center

Subject: Annual Consumer Price Index (CPI) Adjustments to BLM Permanent and Seasonal
Government Furnished Quarters (GFQ) Rental Rates DD: 03/01/02

Program Area: BLM Field Offices.

Purpose: This Instruction Memorandum (IM) informs BLM Housing Managers of the effective date for the new CPI rate adjustments.

Policy/Action: The new CPI Rates will be effective in the pay period beginning March 10, 2002. The Rent Computation Schedule and the Tenant Rent Notice for each type of GFQ under the control of each state have been sent under separate cover to the State Property Specialists, along with instructions on distributing them to the field offices. The Rent Computation Schedule contains the adjustments made to establish the new monthly, biweekly, and daily (if appropriate) rental rates. The Tenant Rent Notice officially informs tenants of the change of rent and can be used as the official written notice.

Permanent tenants must be given 30 days written notice of the rent change. A new A2 Form must be submitted to the Payroll Office in Denver by March 1, 2002. Payroll's fax number is (303) 969-7411.

The Rent Computation Schedule for seasonal-type GFQ does not require any current actions. File the Rent Computation Schedule and Tenant Rent Notice for reference when you start using seasonal quarters.

Timeframe: A2 Forms must be submitted to the Payroll Office in Denver by March 1, 2002, for permanent tenants.

Budget Impact: No budget impacts are anticipated.

Background: The rental charges have been determined pursuant to 5 U.S.C. 5911 and the Office of Management and Budget (OMB) Circular A-45. 5 U.S.C. 5911 prescribes that rental rates and charges for related facilities must be based upon reasonable value of the quarters and facilities to the employee in the circumstances under which the quarters are provided, occupied or made available.

OMB Circular A-45 requires agencies to implement CPI adjustments at the beginning of the first full pay period commencing on or after March 1 of each year. The first full pay period in March begins on March 10, 2002.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with the Department of the Interior's National Business Center, Quarters Rental Program.

Contact: If you have any questions or concerns, please contact Bonnie Pomarico, Program Support Specialist, at (303) 236-9428.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne Lotvedt
Staff Assistant

Distribution
ST-150, BLM Library